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1944-1945 Xavier University Liberal Arts, Commerce and Finance Evening Division Course Catalog

Xavier University, Cincinnati, OH

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XAVIER UNIVERSITY BULLETIN

VOL. XXVIII

SEPTEMBER, 1944

No. 3

EVENING DIVISION

LIBERAL ARTS

COMMERCE AND FINANCE

1944-1945

All Courses Open to Men and Women

DOWNTOWN COLLEGE

520 SYCAMORE STREET

Parkway 6313

SCHEDULE OF CLASSES — 1944 - 1945

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Accounting: Intermediate Taxation Chemistry: (Lecture) General Inorganic Christian Culture: Rebuilding the Social Order Economics: Current Economic Problems Government and Business Social Reconstruction English: Business English Modern Drama The Short Story History: Current History Latin: Livy Latin Composition Horace Mathematics: Mathematics of Finance Modern Languages: French, Elementary German, Elementary Spanish, Elementary Psychology: Applied Business Sociology: Intro. to Sociology Rebuilding the Social Order	Accounting: Introductory (50) C.P.A. Review Advertising: Principles Biology: (Lecture) General Zoology General Physiology Business Law: Corporations Partnerships and Nego- tiable Instruments Chemistry: (Lecture) Quantitative Analysis Christian Culture: Marriage The Family Economics: Specialized Salesmanship Sales Management English: Journalism: Publicity: Public Relations Modern Prose Modern Poetry History: New World Order Mathematics: Analytic Geometry Modern Language: Spanish, Elementary Psychology: Applied Psychology: Humanology Salesmanship: Specialized Salesmanship Sales Management Secretarial Practice: Shorthand Typewriting Advanced Dictation Sociology: Marriage The Family	Accounting: Industrial Biology: (Laboratory) General Zoology General Physiology Economics: Principles English: Correct English Rhetoric and Composition Business Writing History: Early Middle Ages Late Middle Ages Latin: Advanced Latin Composi- tion Intro. to Study of Latin Fathers Cicero Modern Languages: French, Intermediate German, Intermediate Spanish, Intermediate Philosophy: Metaphysics of Reality Metaphysics of Infinite Being Religion and Christian Cul- ture: Christian Origins The Church Early Middle Ages Late Middle Ages Speech: Principles	Advertising: Copywriting Chemistry: (Laboratory) General Inorganic Quantitative Analysis English: Journalism: News writing; Newspaper Reporting Creative Writing Political Science Public Administration Political Parties Mathematics: Trigonometry College Algebra Differential Calculus Modern Languages: French, Advanced German, Advanced Spanish, Advanced Philosophy: Ethics, Principles Ethics, Individual and Social Secretarial Practice: Shorthand Typewriting Dictation Sociology: Individual and Social Ethics	Accounting: Introductory (50) Introductory (51-52) Biology: Human Biology Human Physiology Business Law: Elementary Law and Con- tracts Agency Christian Culture: Christian Morality Socio-Moral Problems Economics: Salesmanship Principles English: Correct English History: Modern Europe American Philosophy: Logic Philosophy of Man Philosophy of Knowledge Psychology: General Salesmanship: Principles Sociology: Social Hygiene Christian Morality Socio-Moral Problems Speech: Advanced

Table of Contents

	PAGE
EVENING DIVISION CALENDAR.....	6
FACULTY.....	7
GENERAL INFORMATION:	
History.....	9
Location.....	9
General Objectives.....	9
System of Education.....	9
Accreditation.....	10
Memberships.....	10
Purpose of the Evening Division.....	10
Objectives of the Department of Liberal Arts.....	10
Objectives of the Department of Commerce and Finance.....	11
Types of Courses.....	11
Awards.....	12
School Organizations.....	12
Affiliation.....	13
Placement Bureau.....	13
GENERAL ADMINISTRATION:	
Admission.....	14
Admission to Certificate and Diploma Curricula.....	14
Admission to Degree Curricula.....	14
Admission to Special Evening Courses.....	15
Admission with Advanced Standing.....	15
Consultation Group.....	15
Registration.....	16
College Year.....	16
Time of Classes.....	16
Unit of Instruction—Credit Hour.....	16
Grading System and Reports.....	16
Quality Points.....	16
Student Classification.....	17
Attendance.....	17
Withdrawal.....	17
Examinations.....	17
Discipline.....	18
Transcript of Records.....	18
Tuition and Fees.....	18
Refunds.....	19
Time-Payments.....	19

CURRICULAR ADMINISTRATION:	PAGE
Courses	20
Departments of Instruction	20
Curricular Division	20
Lower Division Objectives	20
Upper Division Objectives	20
Field of Concentration	21
Concentration Major	21
Major and Minors	21
Certificates, Diplomas, Degrees	22

GRADUATION REQUIREMENTS:	
Certificate in Accounting and General Business	22
Diploma in Accounting and General Business	22
Degree	22
Bachelor of Arts	23
Bachelor of Business Administration	23
Bachelor of Philosophy	23
Graduation Honors	24
Residence	24
Attendance at Commencement	24

OUTLINE OF CURRICULA:	
Certificate in Accounting and General Business	25
Diploma in Accounting and General Business	25
Bachelor of Business Administration	26
Bachelor of Arts	27
Bachelor of Philosophy	28
Pre-Legal	29

DEPARTMENTS AND COURSES:	
Accounting	30
Advertising	32
Biology	33
Business Law	35
Chemistry	36
Economics	36
English	38
History and Political Science	41
Journalism	43
Latin	44
Mathematics	45

DEPARTMENTS AND COURSES—Continued	PAGE
Modern Languages	46
French	46
German	47
Spanish	48
Philosophy	49
Psychology	50
Religion and Christian Culture	51
Salesmanship	53
Secretarial Practice	54
Sociology	55
Speech	57
SCHEDULE OF CLASSES	2

Evening Division Calendar

1944

First Semester

SEPT. 6, WEDNESDAY	Consultation period begins.
SEPT. 11, MONDAY	Registration period opens.
SEPT. 20, WEDNESDAY	First semester begins. <i>Semester payments due.</i>
OCT. 16, MONDAY	Subjects for Seniors' theses approved.
NOV. 1, WEDNESDAY	Feast of All Saints. No classes.
NOV. 15, WEDNESDAY	Mid-semester examinations begin.
NOV. 30-DEC. 1 THURSDAY-FRIDAY	} Thanksgiving Holidays. No classes.
DEC. 8, FRIDAY	
DEC. 8, FRIDAY	Feast of the Immaculate Conception. No classes
DEC. 20, WEDNESDAY	Christmas recess begins.

1945

JAN. 3, WEDNESDAY	Classes resume.
JAN. 22-26	Semester examinations.

Second Semester

JAN. 29, MONDAY	Second semester begins. <i>Semester payments due.</i>
FEB. 22, THURSDAY	Washington's Birthday. No classes.
MAR. 5, MONDAY	Senior theses due.
MAR. 22, THURSDAY	Mid-semester examinations begin.
MAR. 29, THURSDAY	Holy Thursday. No classes.
MAR. 30, FRIDAY	Good Friday. No classes.
MAY 10, THURSDAY	Ascension Thursday. No classes.
MAY 14, MONDAY	Semester examinations begin.
MAY 30, WEDNESDAY	Decoration Day.

Faculty

CELESTIN J. STEINER, S.J., A.M.	President of the University
VICTOR B. NIEPORTE, S.J., A.M.	Dean of the Downtown College
ESTHER T. SPAETH	Secretary
FLORENCE C. ALBERS, A.M., M.S.C.	Dean of Women, Secretarial Practice
CHARLES S. BLASE, B.S., M.D.	Sociology
MURTHA J. BOYLAN, S.J., PH.D.	Philosophy and Psychology
CARL L. BUMILLER, COM.E., LL.B.	Accounting and Taxation
PAUL L. BURKHART, B.S.C.	Accounting
EDWARD J. CALHOUN, S.J., A.M., PH.D.	Biology
JOSEPH T. CARNEY, LL.B.	Business Law
WILLIAM A. A. CASTELLINI, PH.B. IN JOURN.	Business Psychology and Journalism
CLETUS S. DIRKSEN, C.P.P.S., A.M.	Economics
LOUIS A. FELDHAUS, A.M.	English
JOHN L. FRICKER, B.S.C., LL.B.	Accounting
RICHARD J. GARASCIA, M.S.	Chemistry
JAMES P. GLENN, A.B.	English and Speech
JOHN H. GROLLIG, S.J., A.M.	German
RAYMOND J. GRAY, S.J., PH.D.	History
ARNOLD P. HALLBACH, B.S.C.	Accounting
WILLIAM P. HETHERINGTON, S.J., PH.D.	Latin and Philosophy
PHILIP J. KENNEDY, A.B., LL.B.	Business Law
THOMAS A. MCCOURT, S.J., A.M.	Spanish
JOHN I. MALONE, S.J., A.M., M.S.	Biology and Sociology
WILLIAM MARCACCIO, M.S.	Mathematics
FRED N. MILLER, S.J., A.B.	Chemistry
HERMAN J. MULLER, S.J., A.M.	History
JOHN P. NOONAN, S.J., A.M.	Sociology and Philosophy

JAMES E. O'CONNELL, A.B., LL.M.	Political Science
JOHN R. O'LEARY, A.B., LL.B.	Mathematics
WILLIAM W. SAVAGE, A.B.	Advertising
EDWIN F. THORBURN, C.P.A.	Accounting
FRANZ TREFZGER, A.M.	French
ALBERTO VASQUEZ, A.B.	Spanish
EDWARD VOELKER	Accounting
LEO J. VOLLMAYER, S.J., M.S.	Mathematics
CHARLES F. WHEELER, PH.D.	English

General Information

History. Xavier University Evening Division, formerly known as the School of Commerce of St. Xavier College, was opened in October, 1911, for young men who realize that scientific training is the best equipment for success in modern business. Non-Catholics as well as Catholics were admitted to the classes from the very beginning of the school.

A department of Journalism was organized in 1913, of Advertising in 1914, of Sociology in 1918. Shortly after, these departments were incorporated into the Department of Commerce and Finance, and the Department of Liberal Arts. The Department of Liberal Arts has grown steadily, approximating in courses and student enrollment the Department of Commerce and Finance.

The absence of an evening college where women, occupied during the day, might receive a cultural or business education induced the authorities to admit women to all courses in the Evening Division. For the past decade women students have represented an average of forty-five per cent of the entire enrollment.

The Evening Division is an integral part of the University. The standards of academic achievement are equivalent in method, character, and credit value to those of the day session.

Courses in business are taught by men of wide business experience and broad university training. The Liberal Arts courses and instructors are, with few exceptions, the same as for the day session. Business, professional, technical, literary, and cultural training are integrated in a well-balanced program of general education in harmony with the Catholic philosophy of life.

Location. From 1911-1919, Xavier Evening Division shared the college quarters at Seventh and Sycamore Streets, and after the removal of the Day College to Avondale, the evening classes continued in session at Seventh and Sycamore. In August of 1935 the Evening Division moved to 520 Sycamore Street, its present location.

General Objectives. As a Catholic and Jesuit institution, Xavier University adheres to the definite philosophy embodied in the Encyclical of Pius XI "On Christian Education of Youth" (1919): "... Christian education takes in the whole aggregate of human life, physical and spiritual, intellectual and moral, individual, domestic, and social, not with a view of reducing it in any way, but in order to elevate, regulate, and perfect it. ..."

System of Education. Xavier University is one of a group of twenty-four Jesuit colleges and universities in the United States. From the Jesuit Order the University has received a rich heritage of four centuries of educational experience together with an educational system which is truly psycho-

logical, philosophically sound, and sufficiently elastic to make allowances for the widely varying circumstances of time and place. To all that is most valuable in older learning it adds the really worthwhile of modern progress.

Accreditation. The University is accredited by the North Central Association of Colleges and Secondary Schools as a degree-granting institution, and is approved by the Department of Education of the State of Ohio, by the Board of Regents of the University of the State of New York, and by the University of Illinois.

Memberships. To stimulate active interest in matters educational and to afford both faculty and students the value of recent research, the University maintains membership in the following educational and learned organizations:

The Jesuit Educational Association
The National Catholic Educational Association
The American Association of Collegiate Registrars
The American Catholic Historical Society of Philadelphia
The American Catholic Philosophical Association
The American Council on Education
The American Historical Association
The American Library Association
The Association of American Colleges
The Association of Ohio College Registrars
The Catholic Library Association
The Mississippi Valley Historical Association
The National Conference of Church-Related Groups
The National Education Association
The Ohio College Association
The United States Catholic Historical Society
The United States Field Artillery Association

The University is represented in many other associations and societies through the individual memberships of its faculty.

Purpose of the Evening Division. The Evening Division of Xavier University conducts a large number of university courses in the Department of Liberal Arts and in the Department of Commerce and Finance. These courses have been arranged especially for men and women who are engaged during the day, who experience the need of additional education, and who wish to devote one or more evenings a week to the study of particular subjects of interest.

Objectives of the Department of Liberal Arts. The Department of Liberal Arts aims to produce educated Christian men and women of character, who think straight, vigorously and independently in the light of a

consistent philosophy of life that sees life whole; who express themselves in oral and written speech clearly, effectively and securely; who adopt a scientific attitude of mind toward the problems of their environment with a view to controlling them for their own well-being and that of their fellow men; who understand why they must be moral, understand the religion they profess, and in accordance with that profession act uprightly and finely in their relations to God, their fellow men, and themselves. The Department of Liberal Arts has a threefold purpose:

1. To offer opportunities to high school graduates to begin or complete required and elective subjects towards degrees.
2. To provide high school graduates with opportunities to fulfill pre-legal requirements.
3. To present fields of study to persons interested in cultural subjects.

Objectives of the Department of Commerce and Finance. The Department of Commerce and Finance, like the Department of Liberal Arts, aims first at producing men and women of Christian education and character. Specifically, it provides the scientific training which is essential to success in modern business. Through a progressive system of courses it offers not only a formal education in this field, but also a wide range of practical suggestions which have been drawn from the accumulated experience of successful business minds. The Department of Commerce and Finance has a fivefold purpose:

1. To provide high school graduates and those who are not graduates with two-year and three-year programs of study leading to certificates and diplomas in Accounting and General Business.
2. To provide high school graduates with a six-year program of study leading to the degree of Bachelor of Business Administration.
3. To offer to special students particular courses which they may desire either for general knowledge of the workings of business or for aid in the work in which they are employed.
4. To offer specialized training in the field of accounting for those who desire to enter the accounting profession and who wish to take the C.P.A. examination.
5. To offer other courses and programs which commercial, industrial, social, civic, and educational needs may dictate.

Types of Courses. Three types of courses are available to students in Xavier University Evening Division:

1. For the majority of its students of business, the Evening Division strongly recommends the progressive programs, certificate (2 yrs.), diploma (3 yrs.), and degree (6 yrs.). These programs require attendance three nights a week. The certificate and diploma programs,

while complete, are fundamental and prerequisite in the Bachelor of Business Administration degree program. They assure a broad and thorough training for business.

2. For the majority of students electing cultural courses, the progressive program leading to the Bachelor of Arts or Bachelor of Philosophy degree is recommended. The minimum pre-legal requirements are adequately satisfied in the first three years of the A.B. or Ph.B. program.
3. Students of sufficient maturity, experience, and previous education may take any individual subject. These subjects are given in classes which meet one or two evenings a week for a half year or a full year.

Awards.

The J. D. Cloud Accounting Prize is awarded to the student in the Accounting class attaining the highest average for his third and fourth years.

The Philosophy Prize, in honor of William T. Burns, LL.D., is presented to the student meriting the highest distinction in research work in the department of Philosophy.

The English Prize, in memory of Peter J. O'Donnell, Ph.D., is offered for superior work in the advanced English class.

The Latin Award is presented to the student maintaining the highest average in the study of Latin literature.

The Religion Award is given to the student attaining the highest average in the study of Apologetics and Christian Morality.

The Speech Award is offered to the student who has achieved the highest degree of excellence in forceful and convincing speech.

School Organizations. Xavier University Evening Division has provided several forms of student activities and organizations for the purpose of promoting religious, social, academic, and cultural relations among the student body. All student organizations are under the supervision of the Dean. The University reserves the right to moderate, or discontinue, any student activity or organization.

The Student Council is the principal organization in the school and is made up of a proportional representation from each class. Its purpose is to foster a strong spirit of interest and comradeship among the students; to undertake, promote, and conduct all extra-curricular activities; to direct the students as a body in wielding an influence in the social and civic affairs of the community.

The Boosters Club is an honorary and active group composed of outstanding members of the student body who have distinguished themselves by their service and loyalty to all Evening Division activities. This Club constitutes an advisory group which will offer suggestions touching all student needs.

The Alumna Society. The purpose of this organization is to strengthen and perpetuate college friendship among former students of the Evening Division; to preserve in them a warm regard for Alma Mater and a lively memory of the substantial benefits she has bestowed; to cherish and advance her interests; to maintain her honor and sustain her reputation by honorable conduct.

Affiliation. The College of Music of Cincinnati is affiliated with Xavier University. Liberal Arts credits earned at the College of Music are accepted toward the Bachelor of Arts and Bachelor of Philosophy degrees by Xavier University. Correspondingly, credits required for the Bachelor of Music degree, which are not given at the College of Music, will be accepted from Xavier University.

Placement Bureau. The Evening Division of Xavier University conducts an active Placement Bureau for the benefit of students. Business houses in Greater Cincinnati constantly turn to this Bureau for prospective employees. The Bureau receives requests to recommend men and women for a variety of positions in accounting, sales, office, banking, and many other types of work. Through this service large numbers of students have been placed in excellent positions. Present students who wish to avail themselves of the contacts and facilities of the Placement Bureau register their names and qualifications. As soon as an appropriate employment opportunity develops, the Bureau arranges an interview between employer and applicant. The Bureau is operated without cost to student or employer.

General Administration

Admission. Because the Evening Division is intended to serve the educational needs and interests of persons who are occupied in business or other pursuits during the day, the requirements for admission to the evening classes have been given a degree of flexibility. Accordingly, an applicant for the evening classes may establish his eligibility either by graduation from a formal high school course, by examination, or by the attainment of sufficient maturity and experience to enable him to follow an evening course with profit. Applicants for admission to the Evening Division, other than high school graduates, must be at least eighteen years of age.

Evening students who wish to extend their studies beyond the two and three year evening curricula, in order to fulfill the requirements of Bachelors' Degrees must, in every case, satisfy the entrance requirements stated below.

Admission to Certificate and Diploma Curricula. New students who satisfy the entrance requirements will be admitted to the first year program of the certificate and diploma curricula outlined on page 25.

Admission to Degree Curricula.

1. *Graduates of Accredited High Schools.* The usual method of admission for high school graduates is by certificate of graduation from an accredited high school together with an official record of units and an official recommendation from the principal. A unit is the equivalent of a subject extending through a school year of thirty-six weeks with five recitations per week. A minimum of fifteen units is required.

In presenting the fifteen units for admission an applicant may offer either nine units distributed as follows:

Subjects	Units	Subjects	Units
English	3	Algebra	1
Language	2	Plane Geometry	1
History	1	Science	1

or ten units in four sequences, two major sequences (three units each) and two minor sequences (two units each). The sequences will be selected from the five groups of subjects listed below. Not more than one of the required sequences may be accepted from any one group, except *Group B*, where sequences may be offered in each of two languages.

Group A. English and Speech. A major sequence must be offered from this group.

Group B. Language. The languages acceptable in this group are Greek, Latin, French, German, Italian, Polish, and Spanish. Any sequence must be in a single language and no more than two sequences will be acceptable.

Group C. Mathematics. A minor sequence in this group must be offered and must include one unit of algebra and one unit of plane geometry. For all applicants, a unit of physics may be combined with a minor sequence in mathematics to form a major sequence.

Group D. Science. Not more than one unit in any one science may be offered. Physics may not be counted toward a science sequence if it is counted in the mathematics group toward a major sequence. If biology be included, neither botany nor zoology may be counted.

Group E. Social Studies. The subjects and the number of units in each subject which are acceptable from this group are as follows:

Subjects	Units	Subjects	Units
History	1 to 4	Commercial Law	½
American Government	½ to 1	Geography	½
Economics	½	Sociology	½ to 1

The remaining units may be in any subjects counted toward graduation by an accredited high school. However, single half units in languages will not be acceptable.

Applicants who have a deficiency in their sequences not to exceed two units, and who meet all other requirements will be admitted as deficient. This deficiency, however, must be removed before admission to Sophomore standing.

2. *Students who are not high school graduates*, but who are at least *twenty-one years of age*, may be admitted to the degree programs by examination. The examination will include various tests which will determine whether such applicants possess the equivalents of high school graduation and qualifications for college. All applicants admitted by examination will be admitted on probation. The probation period will continue for at least one semester.

Admission to Special Evening Courses. Although the school usually recommends a complete curriculum, students who possess sufficient maturity, experience and educational foundation are permitted to take certain individual courses without following a complete curriculum.

Admission with Advanced Standing. Evening students who have satisfactorily completed college work in other recognized colleges or universities will be given credit for such work to the extent that it satisfies the requirements of a curriculum in the Evening Division of Xavier University.

Consultation Group. The Evening Division strives to give each student and prospective student as much direction as possible. A Consultation Group, made up of lay professors and Jesuit professors, assists

students and prospective students in planning their academic work and choosing their careers.

Composed of men of broad scholastic and business experience, the Consultation Group is available for individual consultation to all men and women who desire direction and guidance in their evening college work. Assistance is given to improve one's status in life or to solve the important problem of choosing a life work. After directing students to that channel of activity in which their personality, ambition, and ability are most likely to bring success, the lay and Jesuit consultants assist in planning the details leading to its attainment.

Registration. Fixed dates in each semester are reserved for registration and are to be found in the academic calendar on page 6 of this catalog.

College Year. The college year usually begins the last week in September and ends the fourth week of May. It is divided into two semesters. There is a Christmas and an Easter recess. Classes are not held on legal holidays nor on the more solemn religious festivals of the Catholic Church.

Time of Classes. Classes are held on Monday, Tuesday, Wednesday, Thursday, and Friday from 6:40 to 8:20; 6:40 to 9:15; 6:40 to 10:10; 8:25 to 10:10, and 9:20 to 10:10.

Unit of Instruction—Credit Hour. A unit of instruction is one class hour a week for one semester. The unit is called a *credit hour* and is the measure of work in the Evening Division. A weekly two-hour period of laboratory work is considered equivalent to one credit hour. The fundamental accounting courses include lecture and laboratory work.

Grading System and Reports. At the middle and the end of each semester the student receives an estimate of the quality of his work in each of the courses which he has pursued. This estimate is based upon the combined results of examinations and class work, and is expressed by the following symbols:

(A) Exceptional	W—Withdrew
(B) Above average	X—Absent from examination
(C) Average	I—Grade withheld pending fulfillment of assignments
(D) Inferior (but passing)	WF—Withdrew failing
(E) Grade withheld pending re-examination	WP—Withdrew passing
(F) Failure	

Quality Points. A candidate for a bachelor's degree must earn not only the number of credit hours (120) required for the bachelor's degree, but his work must also possess a certain excellence which is measured by *quality points*.

The number of quality points is determined partly by the grade received and partly by the number of credit hours attached to the course. The grade points are as follows:

A—Four points per credit hour
B—Three points per credit hour

C—Two points per credit hour
D—One point per credit hour

The number of quality points which will be received for any course is the number of points attached to the grade received multiplied by the number of credit hours attached to the course. The scholastic standing of the student at the end of any semester is the ratio of the total number of quality points received to the total number of credit hours carried in that semester.

Student Classification. Students are classified as *Sophomores* who have at least twenty credit hours and forty quality points; *Pre-Juniors*, who have forty credit hours and eighty quality points; *Juniors*, who have sixty credit hours and one hundred and twenty quality points; *Pre-Seniors*, who have eighty credit hours and one hundred and sixty quality points; *Seniors*, who have one hundred credit hours and two hundred quality points. The Freshman, Sophomore and Pre-Junior years are grouped as lower division years; Junior, Pre-Senior and Senior as upper division years.

Students are also classified as *Part-time* if they carry fewer than ten credit hours of work in any semester; as *Unclassified*, if they have not declared themselves as candidates for a degree; as *Auditors*, if they do not elect to fulfill scholastic requirements for academic credit.

Attendance.

1. Attendance and preparation are required at all classroom exercises as primary conditions for meriting academic credit.
2. "Cuts" are not allowed, but two excused absences may be permitted without the loss of credit for the semester, if the reasons are adjudged by the Dean to be sufficiently grave.
3. Absences caused by serious illness may be excused, wholly or in part, by the Dean.
4. Tardiness at class or leaving class before the expiration of the period will be counted as one-half of an absence.

Withdrawal. A student who wishes to withdraw from school must either in person or in writing notify the Office of his intended withdrawal. *A student is considered in attendance until he has given the Office this formal notice of withdrawal.*

Examinations.

1. Examinations in all subjects are held at the middle and the close of each semester. The result of the mid-semester and the semester examinations, combined with the student's classwork, will determine his grade for the semester. No academic credit is given unless a passing grade is obtained.

2. In continuous courses (two semester courses) a student may receive a grade of E for the work of the first semester. This grade is given only when the instructor is of the opinion that a student's examination is below the standard of the student's classwork. Such a student will be granted a period of six weeks to make up the deficiency. At the end of this period a special examination will be given the student. The subsequent and substitute grade for E will always be D or F.
3. A student who has been absent from a regularly scheduled examination will receive a grade of X if the excuse for the absence is acceptable to the Dean, otherwise the absentee will receive an automatic failure. Absence, however, does not excuse a student from the requirement of a special examination at a time determined by the Dean.
4. Students not wishing academic credit for their work (Auditors) are not obliged to take examinations.

Discipline. While attendance at Xavier University Evening Division is a privilege and not a right, the atmosphere of the school is one of reasonable conformity to reasonable requirements. Students are expected to conduct themselves, at all times and in all places, in such a manner as to reflect no discredit on the good name of the school. Any student deemed undesirable may be refused registration or requested to withdraw from the school at any time.

Transcript of Records. Upon the student's request the Evening Division will send one complete transcript of his scholastic record to any educational institution or business organization. If more than one transcript be requested, a charge of two dollars will be assessed for each additional transcript. No transcripts are issued during the busy periods of registration or examination.

Tuition and Fees. Registration for a course or courses makes the student liable for the tuition of the whole semester. *All tuition and fees required from students must be paid before the third class-session of each semester.* Students failing to discharge these obligations promptly are subject to dismissal.

1. The tuition fee for all subjects (except Introductory Accounting, Correct English, and Secretarial Practice) is \$5.00 per credit hour for the first six credit hours taken. The fee for each credit hour in excess of six is \$3.00.
2. The matriculation fee (non-returnable), required of every student on first admission to the University, is \$5.00.
3. Laboratory fees: (a) Chemistry, \$10.00 each semester; (b) Biology \$10.00 each semester.
4. The fee for a special examination is \$2.00.
5. Certificate or diploma fee is \$10.00.
6. Bachelor's degree fee is \$25.00.

Refunds.

1. No tuition will be refunded except when withdrawal from class is due to *illness or causes entirely beyond the student's control.*
2. No refund will be granted a student who *withdraws without informing the Office.*
3. No refund will be granted when a student has been in attendance one-half the period for which the payment was made.
4. No refund will ever be granted unless formal application is made.

Time-Payments.

1. The privilege of time-payments is granted *only* to students carrying more than three credit hours per semester.
2. Time-payments are permitted *only* when definite arrangements are made in writing. These payments must be made on the appointed day under penalty of dismissal.
3. No cancellations of promised time-payments are permitted. Exceptions to this regulation are to be determined by the Dean. No cancellations of promised time-payments are allowed after one-half the semester has passed. Where cancellations are permitted, they shall never be in excess of one-half the tuition for a semester. No cancellation of promised time-payments is granted when a student withdraws without informing the Office.

Note.—A student who is in debt to the University at the end of any semester is not permitted to register again, or to graduate; nor is he entitled to receive an official statement of his credits until his indebtedness has been discharged.

Curricular Administration

Courses. Courses are grouped according to their basic or advanced content. Basic courses, which are ordinarily open to Freshmen, Sophomore, and Pre-Junior students, are regarded as *lower division* courses. *Upper division* courses are open to Junior, Pre-Senior and Senior students.

Departments of Instruction. For the purpose of faculty administration and of classification of courses according to the nature of their subject matter, all courses are grouped in *departments*. In the Evening Division there are fourteen departments: Accounting, Biology, Business Law, Chemistry, Economics, English, History, Latin, Mathematics, Modern Languages, Philosophy, Psychology, Religion, and Sociology.

Curricular Division. There is a larger grouping of departments into four curricular divisions. These divisions are made to facilitate inter-departmental administration and to integrate fields of study. The divisions are as follows:

<i>Languages</i>	<i>Social Sciences</i>	<i>Business Sciences</i>
English and Speech	Economics	Accounting
Latin	History	Business Law
Modern Languages:	Philosophy	Economics
French	Psychology	
German	Religion	<i>Natural Sciences</i>
Spanish	Sociology	Biology
		Chemistry
		Mathematics

Lower Division Objectives. Before admission to upper division classification, a student shall have completed a minimum of sixty hours with a C average. Excess quality points earned in the first three years may not be applied to remove a quality point deficiency in the last three years. Moreover, the student shall have attained:

1. A mastery of English expression, both written and oral, and an adequate acquaintance with the masterpieces or types of English literature.
2. A religious knowledge and religious orientation adequate for personal and apostolic Catholic living.
3. An acquaintance with scientific and mathematical thinking.
4. An acquaintance with the history and principles of social institutions.

Upper Division Objectives. After the completion of his lower division work, to obtain the upper division objectives, a student is required to

carry a minimum of sixty credit hours with a C average. No credit will be granted toward a degree for more than forty hours in any one department. The content of upper division courses is suited to the mature student. As a consequence, the student's approach and methods of study shall be such as to display in all fields self-activity and sanely independent work and thought, and in the field of concentration a penetration and organization which will obtain for the student an undergraduate but thorough grasp of the field.

Field of Concentration. At the close of his Pre-Junior year and with the approval of the adviser, the candidate for a degree will select a field of study in which he will complete approximately half of his upper division courses, i.e., from 30 to 40 credit hours. The field of concentration is so organized under the direction of the student's adviser that about two-thirds of these credit hours (not fewer than eighteen) are in the upper division courses of some one department. The remaining courses of the field of concentration are in the nature of supporting courses, that is, directly or indirectly contributing to the scope and breadth of the field, and may be taken in one or more departments. The purpose of the field of concentration is to give the student a comprehensive grasp of some field of knowledge, to grant a wider scope to his particular interests and talents, and to lay an adequate undergraduate foundation for graduate or professional study. The student will come under the scholastic supervision of the director of the department in which the concentration emphasis or major is placed.

Concentration Major. The term *concentration major* is used to signify the particular emphasis in a field of concentration, and is understood to embrace those upper division courses which constitute the student's principal study and which are found in one department. The minimum quantity of work required for a concentration major in any department is eighteen credit hours of upper division courses, approved by the director of the department and completed with an average of C. The concentration major will suppose the completion of at least six credit hours (C average) of lower division work in the department in which the student is concentrating. In the Department of Modern Languages this six credit hour requirement, however, is not satisfied by beginning courses or their equivalent.

Major and Minors. According to the system of major and minors, the major represents not fewer than twenty-four credit hours of work in some one department, possessing the quality of a C average or better. The minors are two other groups of courses: one called the first or related minor; the other, the second or unrelated minor. The related minor requires not fewer than eighteen credit hours (ordinarily twelve hours of upper division work) of work in a department which is in the same curricular division with the department from which the student has selected his major.

The unrelated minor is also a sequence of courses to the amount of at least eighteen credit hours (ordinarily twelve hours of upper division work).

The unrelated minor, however, is ordinarily selected from a department which is not in the same curricular division as the major.

Certificates, Diplomas, Degrees. The University will confer a certificate, a diploma, or a degree upon any candidate in the Evening Division who has successfully completed an accepted program of studies, and who has fulfilled, prior to graduation, all requirements, both general and particular. Certificates and diplomas in Accounting and General Business, and the degrees of Bachelor of Arts, Bachelor of Philosophy, and Bachelor of Business Administration are conferred on candidates in the Evening Division.

GRADUATION REQUIREMENTS

Certificate in Accounting and General Business. The certificate in Accounting and General Business is conferred on the candidate whose program of studies in quantity of academic work measures 40 credit hours (at least 20 in residence) with a C average and whose program includes the following subjects and corresponding quantities:

<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting.....	12	English.....	8
Business Law.....	6	Mathematics of Finance.....	6
Economics.....	4	Religion.....	4

Diploma in Accounting and General Business. The diploma in Accounting and General Business is conferred on the candidate whose program of studies in quantity of academic work measures 60 credit hours (at least 30 in residence) with a C average and whose program includes the following subjects and corresponding quantities:

<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Accounting.....	18	English.....	8
Business Law.....	6	Mathematics of Finance.....	6
Christian Culture.....	4	Philosophy.....	4
Economics.....	10	Religion.....	4

Degree. In addition to the requisites of a particular program, a candidate for a bachelor's degree must fulfill the following requirements:

1. The candidate shall have completed an accepted program of studies in which the quantity of academic work, measured in credit hours, is not fewer than one hundred and twenty, and in which the quality of academic work, measured in quality points, has a minimum value of two hundred and forty quality points, or an average of C in the hours earned.

2. The candidate shall have completed all lower division and upper division objectives.
3. The candidate shall have completed the last 30 credit hours (C average) in residence at the University.
4. The candidate shall have submitted, before March 8 of his senior year, a written thesis of not fewer than 5000 words. The subject shall have been approved before October 20. The thesis shall fulfill all general and particular prescriptions of the adviser, and shall be accepted or rejected on or before April 1. With the approval of the Dean, the adviser may substitute a comprehensive examination, written or oral, or both, covering the student's field of concentration. The examination shall be given between the first and the fifteenth day of April.

Bachelor of Arts. The degree of Bachelor of Arts is conferred on the candidate whose field of concentration has been in the Division of Languages or Social Sciences. The prescribed subjects, together with the corresponding minimum quantities for the program of studies leading to this degree, are as follows:

<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Concentration.....	30	Latin (C average).....	12
Christian Culture.....	8	Philosophy.....	12
English.....	12	Psychology.....	6
History.....	6	Religion.....	8
Modern Language.....	8	Speech.....	2
Mathematics or Science.....	6 or 8		

Bachelor of Business Administration. The degree of Bachelor of Business Administration is conferred on a candidate whose concentration has been in the Division of Business Sciences and whose program has included the following subjects and corresponding minimum quantities:

<i>Subject</i>	<i>Hrs.</i>	<i>Subject</i>	<i>Hrs.</i>
Concentration.....	30	History.....	6
Accounting.....	6	Mathematics.....	6
Business Law.....	6	Philosophy.....	12
Christian Culture.....	8	Psychology.....	6
Economics.....	6	Religion.....	8
English.....	12	Speech.....	4

Bachelor of Philosophy. The degree of Bachelor of Philosophy is conferred on a candidate whose concentration has been in the Division of Languages or the Division of Social Sciences and whose program has included the following subjects and corresponding minimum quantities:

Subject	Hrs.	Subject	Hrs.
Concentration.....	30	Mathematics.....	6
Christian Culture.....	8	Philosophy.....	12
English.....	12	Psychology.....	6
History.....	12	Religion.....	8
Modern Language.....	8	Science.....	8
		Speech.....	2

Graduation Honors. Honors are awarded on the basis of outstanding moral and intellectual attainment. A student who has earned a quality point average of 3.75 in his last sixty credit hours at the University is graduated *Summa Cum Laude*; one who has earned 3.50, *Magna Cum Laude*; one who has earned 3.25, *Cum Laude*. These honors are announced at Commencement and are inscribed on the diplomas of those students meriting the honors. Honors are conferred only when the student has completed the last sixty credit hours in the University. An exception will be made in the case of a student transferring from another Jesuit institution.

Residence. Candidates for degrees must secure at least the last 30 credit hours in residence at Xavier University. Residence is the personal presence at the University of a student carrying a normal weekly load. To establish residence of a year for a bachelor's degree at the University, a student ordinarily must complete one fourth of the total number of hours required for graduation.

Attendance at Commencement. All candidates for degrees must be present at the Commencement Exercises to receive their diplomas.

Note. The University reserves the right to modify its graduation and other academic requirements as may seem necessary from time to time. It will be obligated only during the academic year of the student's registration by requirements published in the catalogue for that year.

Outline of Curricula

Certificate in Accounting and General Business

FRESHMAN			
First Semester	Hrs.	Second Semester	Hrs.
Mathematics of Finance.....	3	Mathematics of Finance.....	3
Rhetoric and Composition.....	3	Rhetoric and Composition.....	3
Business Writing.....	1	Business Writing.....	1
Introductory Accounting.....	3	Introductory Accounting.....	3
	—		—
	10		10

SOPHOMORE			
Intermediate Accounting.....	3	Intermediate Accounting.....	3
Economics, Principles.....	2	Economics, Principles.....	2
Christian Origins.....	2	The Church.....	2
Business Law.....	3	Business Law.....	3
	—		—
	10		10

Diploma in Accounting and General Business

FRESHMAN			
Mathematics of Finance.....	3	Mathematics of Finance.....	3
Rhetoric and Composition.....	3	Rhetoric and Composition.....	3
Business Writing.....	1	Business Writing.....	1
Introductory Accounting.....	3	Introductory Accounting.....	3
	—		—
	10		10

SOPHOMORE			
Intermediate Accounting.....	3	Intermediate Accounting.....	3
Economics, Principles.....	2	Economics, Principles.....	2
Christian Origins.....	2	The Church.....	2
Business Law.....	3	Business Law.....	3
	—		—
	10		10

PRE-JUNIOR			
Advanced Accounting.....	3	Advanced Accounting.....	3
Advanced Economics.....	3	Advanced Economics.....	3
Logic.....	2	Logic.....	2
Christian Morality.....	2	Socio-Moral Problems.....	2
	—		—
	10		10

Bachelor of Business Administration

FRESHMAN

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Mathematics of Finance.....	3	Mathematics of Finance.....	3
Rhetoric and Composition.....	3	Rhetoric and Composition.....	3
Business Writing.....	1	Business Writing.....	1
Introductory Accounting.....	3	Introductory Accounting.....	3
	10		10

SOPHOMORE

Intermediate Accounting.....	3	Intermediate Accounting.....	3
Economics, Principles.....	2	Economics, Principles.....	2
Christian Origins.....	2	The Church.....	2
History, Modern Europe.....	2	History, Modern Europe.....	2
American History.....	1	American History.....	1
	10		10

PRE-JUNIOR

Advanced Accounting or Elective.....	3	Advanced Accounting or Elective.....	3
Advanced Economics.....	3	Advanced Economics.....	3
Logic.....	2	Logic.....	2
Christian Morality.....	2	Socio-Moral Problems.....	2
	10		10

JUNIOR

Concentration.....	3	Concentration.....	3
Speech.....	2	Speech.....	2
Christian Culture.....	2	Christian Culture.....	2
General Psychology.....	3	Philosophy of Man.....	3
	10		10

PRE-SENIOR

Concentration.....	3	Concentration.....	3
Christian Culture.....	2	Christian Culture.....	2
Advanced Psychology.....	2	Advanced Psychology.....	2
Business Law.....	3	Business Law.....	3
	10		10

SENIOR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Concentration.....	3	Concentration.....	3
Business Law.....	2	Business Law.....	2
English.....	2	English.....	2
Philosophy (Ethics).....	3	Philosophy (Ethics).....	3
	10		10

Bachelor of Arts

FRESHMAN

Latin.....	3	Latin.....	3
Rhetoric and Composition.....	3	Rhetoric and Composition.....	3
Introductory Science.....	4	Introductory Science.....	4
	10		10

SOPHOMORE

Latin.....	3	Latin.....	3
Christian Origins.....	2	The Church.....	2
Economics, Principles.....	2	Economics, Principles.....	2
History, Modern Europe.....	2	History, Modern Europe.....	2
American History.....	1	American History.....	1
	10		10

PRE-JUNIOR

English.....	3	English.....	3
Language.....	3	Language.....	3
Christian Morality.....	2	Socio-Moral Problems.....	2
Logic.....	2	Logic.....	2
	10		10

JUNIOR

Concentration.....	3	Concentration.....	3
General Psychology.....	3	Philosophy of Man.....	3
Elective.....	2	Language or Elective.....	3
Language.....	3		9
	11		

PRE-JUNIOR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Concentration.....	3	Concentration.....	3
Christian Culture.....	2	Christian Culture.....	2
Advanced Psychology.....	2	Advanced Psychology.....	2
Elective.....	3	Elective.....	3
	<u>10</u>		<u>10</u>

SENIOR

Concentration.....	3	Concentration.....	3
Christian Culture.....	2	Christian Culture.....	2
Philosophy (Ethics).....	3	Philosophy (Ethics).....	3
Speech.....	2	Elective.....	2
	<u>10</u>		<u>10</u>

Bachelor of Philosophy

FRESHMAN

Mathematics.....	3	Mathematics.....	3
Rhetoric and Composition.....	3	Rhetoric and Composition.....	3
Introductory Science.....	4	Introductory Science.....	4
	<u>10</u>		<u>10</u>

SOPHOMORE

Language.....	3	Language.....	3
Economics, Principles.....	2	Economics, Principles.....	2
Christian Origins.....	2	The Church.....	2
History, Modern Europe.....	2	History, Modern Europe.....	2
American History.....	1	American History.....	1
	<u>10</u>		<u>10</u>

PRE-JUNIOR

English.....	3	English.....	3
Language (Intermediate).....	3	Language (Intermediate).....	3
Logic.....	2	Logic.....	2
Christian Morality.....	2	Socio-Moral Problems.....	2
	<u>10</u>		<u>10</u>

JUNIOR

Concentration.....	3	Concentration.....	3
General Psychology.....	3	Philosophy of Man.....	3
Speech.....	2	Speech.....	2
History.....	2	History.....	2
	<u>10</u>		<u>10</u>

PRE-SENIOR

<i>First Semester</i>	<i>Hrs.</i>	<i>Second Semester</i>	<i>Hrs.</i>
Concentration.....	3	Concentration.....	3
Christian Culture.....	2	Christian Culture.....	2
Advanced Psychology.....	2	Advanced Psychology.....	2
Elective.....	3	Elective.....	3
	<u>10</u>		<u>10</u>

SENIOR

Concentration.....	3	Concentration.....	3
History.....	2	History.....	2
Philosophy (Ethics).....	3	Philosophy (Ethics).....	3
Christian Culture.....	2	Christian Culture.....	2
	<u>10</u>		<u>10</u>

Pre-Legal

Students applying for admission to law schools must have completed a minimum of 60 hours of college work. The following outline of curriculum will fulfill minimum pre-legal requirements.

FRESHMAN

Mathematics.....	3	Mathematics.....	3
Rhetoric and Composition.....	3	Rhetoric and Composition.....	3
Introductory Science.....	4	Introductory Science.....	4
	<u>10</u>		<u>10</u>

SOPHOMORE

Language.....	3	Language.....	3
Economics, Principles.....	2	Economics, Principles.....	2
Christian Origins.....	2	The Church.....	2
History, Modern Europe.....	2	History, Modern Europe.....	2
American History.....	1	American History.....	1
	<u>10</u>		<u>10</u>

PRE-JUNIOR

English.....	3	English.....	3
Language (Intermediate).....	3	Language (Intermediate).....	3
Logic.....	2	Logic.....	2
Christian Morality.....	2	Socio-Moral Problems.....	2
	<u>10</u>		<u>10</u>

Departments and Courses

The names of the departments of instruction and the special courses are here listed in alphabetical order.

No course in any subject will be given unless a sufficient number of students apply.

The courses of instruction are numbered in accord with a unified plan. Lower division courses are numbered 1 to 99. Upper division courses are numbered from 100 to 199. Courses given in the first semester are usually designated by an odd number; second semester courses by an even number.

Accounting

Rapidly expanding business enterprises have emphasized the importance of accounting as a means of efficient and economical operation. As an administrative device it makes possible effective control and successful management of all types of business. Factory management requires a correct knowledge of costs. Sales and credit management likewise depend upon the accounting department for basic information necessary to the proper guidance of their departments.

Obviously, the purpose of the accounting courses is not to teach mere proficiency in bookkeeping, nor to prepare students merely for clerical tasks, but rather to inculcate the philosophy underlying the use of records as an aid to management. The purpose is to lay a foundation which students in this department may use, after their apprenticeship in business, to build the necessary qualifications for executive positions.

The courses in accounting are thorough and comprehensive, familiarizing the student with the latest and most satisfactory methods. The first year course gives the student a fundamental knowledge of accounting which is of value whether he engages in business or pursues a professional career. The advanced courses elaborate on the theory and practice of accounts, business analysis, costs, auditing and specialized accounting, and are completed in a special course which prepares the student for C.P.A. examinations and for entrance into the field of public accountancy.

- 50. Introductory Accounting.** Designed for those students who are not acquainted with bookkeeping theory or practice. Content of course will be the same as Accounting 51, but will be taken more slowly because of background deficiency. *First semester course*—four credit hours.

Tuesday and Friday, 6:40 to 9:15.

Edward Voelker

- 51. Introductory Accounting.** A study of general accounting as applied to modern record-keeping for single proprietorships, partnerships and corporations, supplemented with practical problems and practice sets providing actual experience with general and special journals and ledgers; the preparation of adjusting and closing entries; trial balances; work sheets; balance sheets and profit and loss statements. *First semester course*—three credit hours.

Friday, 6:40 to 10:10.

John L. Fricker, B.S.C., LL.B.

- 52. Introductory Accounting.** A continuation of Accounting 51. Practical application of the voucher system, controlling accounts, departmental accounts, use of charts of accounts; study of authorization and issuance of capital stocks and bonds; computation of premiums and discounts; distribution of profits; determination of fire loss; manufacturing costs and preparation of manufacturing costs statements. *Second semester course*—three credit hours.

Friday, 6:40 to 10:10.

John L. Fricker, B.S.C., LL.B.

Upper Division Courses

- 151. Intermediate Accounting.** An intensive course in accounting practice: design and layout of working papers; preparation of balance sheets, profit and loss statements, manufacturing statements, etc. Prerequisite: Accounting 51 and 52. *First semester course*—three credit hours.

Monday, 6:40 to 9:15.

Arnold P. Hallbach, B.S.C.

- 152. Intermediate Accounting.** A continuation of Accounting 151. Practical problems in the more advanced stage: preparation of various kinds of financial statements; depreciation calculations; comparative statements and profit and loss analysis. Prerequisite: Accounting 151. *Second semester course*—three credit hours.

Monday, 6:40 to 9:15.

Arnold P. Hallbach, B.S.C.

- 153. Advanced Accounting Problems.** Partnership accounting. Treats advanced phases of partnership accounting: organization; dissolution; incorporation of a partnership; division of profit or loss; related problems. Also accounting for insurance; insolvency; home office and venture accounts. Practical problems round out the semester. (1945-1946.)

- 154. Advanced Accounting Problems.** A continuation of Accounting 153. Parent company and subsidiary accounting. Consolidated balance sheets. Treatment of inter-company accounts; major and minor parent companies. Consolidated statement of surplus, profit and loss, and supporting statements, mergers and financing. Numerous problems give the student facility in handling consolidation questions. (1945-1946.)

- 155. Industrial Accounting.** The nature of cost systems; cost records and accounts, and how they are "tied-in"; factory ledger; materials control; departmentalization of expenses; accounting for labor. Intensive work on a job-order cost set. Prerequisite: Accounting 151 and 152. *First semester course*—three credit hours.

Wednesday, 6:40 to 9:15.

Carl L. Bumiller, Com.E., LL.B.

156. **Industrial Accounting.** A continuation of Accounting 155. Advanced and specialized phases of costs, standard costs, distribution costs, and reports; process costs, joint and by-products; standards costs, including standard cost set. Numerous chapter problems and questions. Prerequisite: Accounting 155. *Second semester course*—three credit hours.

Wednesday, 6:40 to 9:15.

Carl L. Bumiller, Com.E., LL.B.

157. **Taxation.** A study is made of tax laws and regulations, and underlying principles. Emphasis in first semester is on federal income and excess profits taxes. Practical problems, preparation of tax returns. *First semester course*—three credit hours.

Monday, 6:40 to 9:15.

Carl L. Bumiller, Com.E., LL.B.

158. **Taxation.** A continuation of Accounting 157. Includes further practical work on income taxes. Course treats social security and other federal taxes. Also franchise, property, sales, and other important State taxes. Problems and tax returns. *Second semester course*—three credit hours.

Monday, 6:40 to 9:15.

Carl L. Bumiller, Com.E., LL.B.

164. **Auditing.** Principles and procedure of auditing technique: audits for cash, receivables, inventories, investments, liabilities, net worth, and other accounts. Problems, a complete practice set, and illustrative audit working papers. Prerequisite: Accounting 151 and 152. (1946-1947.)

165. **C.P.A. Review.** Practical accounting to assist students and practitioners for C.P.A. examination. Previous courses or practical accounting experience required. Theory, auditing, practical accounting, and business law, based upon recent examinations by various State Boards and the American Institute of Accounts. *First semester course*—three credit hours.

Tuesday, 6:40 to 9:15.

Edwin F. Thorburn, C.P.A.

166. **C.P.A. Review.** Continuation of Accounting 165. Special practice to develop quick understanding of problems and appropriate solution, under conditions similar to those in examination room. Problems to develop accuracy and speed within limited time. *Second semester course*—three credit hours.

Tuesday, 6:40 to 9:15.

Edwin F. Thorburn, C.P.A.

Advertising

Advertising has firmly established itself as a powerful selling influence. Its virtue as a selling force depends not only upon technique but also upon its wise application to a thing of merit and worth. Quite obviously advertising cannot endow commodities with intrinsic qualities. It can, however,

enhance an article of true value, and it does facilitate selling. Through the use of intelligent and pleasing appeals advertising tends to stimulate demands for products, lowers sales resistance, secures good will for products, services and industries.

No buyer can wholly escape the ever-present appeal of advertising. No business man can fail to realize the sound services it renders in the field of distribution. Substantial success in modern business is scarcely conceivable without a clear understanding of the general principles and specific practices of advertising.

The courses in this department will deal with the economic importance of advertising, will endeavor to explain the services which it performs in war-time, and will lay special emphasis on the soundest and most improved methods of advertising technique.

143. **Principles of Advertising.** History and purposes of advertising; copy approach; finer points of writing and developing copy; visualizing the copy idea; art and layout; a comprehensive explanation of the mechanics involved in the preparation of advertisements. *First semester course*—two credit hours.

Tuesday, 6:40 to 8:20.

144. **Principles of Advertising.** A continuation of Advertising 143. A study of the scheduling of advertisements, involving the selection and use of advertising media, such as newspapers, magazines, radio broadcasting, direct-mail, car cards, billboards, dealer displays, and supplementary media. Prerequisite: Advertising 143. *Second semester course*—two credit hours.

Tuesday, 6:40 to 8:20.

145. **Advanced Advertising: Copywriting.** Copy technique; copy synthesis and a classification of copy sources; actual writing of copy; intensive study of the relation of copy to layout; preparation and use of headlines; testing of copy. Prerequisite: Advertising 143, 144, or practical experience. *First semester course*—two credit hours.

Thursday, 6:40 to 8:20.

146. **Advanced Advertising.** A continuation of Advertising 145. Copy construction as used by experienced copywriters; intensive practice in condensing and vitalizing the selling story. Prerequisite: Advertising 145. *Second semester course*—two credit hours.

Thursday, 6:40 to 8:20.

William W. Savage, A.B.

Biology

The courses which are offered in Biology emphasize classification and experimentation, together with the knowledge of the development of the science and an appreciation of its content and methods.

1. **Human Biology.** An introductory lecture course in the fundamental principles underlying life itself. The cell; heredity; evolution;

various animal phyla; parasites and their relation to diseases found in human beings. *First semester course*—four credit hours.

Friday, 6:40 to 10:10.

2. **Human Physiology.** Functions of the various organs and systems of the human body; significance of modern concepts of glands and their influence upon the bodily activities; importance of vitamins, balanced diets, general health and well-being. *Second semester course*—four credit hours.

Friday, 6:40 to 10:10.

3. **General Zoology.** Fundamentals of zoology: classification, structure, function and development of the animals in the invertebrate phyla. *First semester course*—four credit hours.

Tuesday, 6:40 to 8:20, lecture—Downtown College;

Wednesday, 6:40 to 10:00, laboratory—Avondale Campus.

4. **General Zoology.** A continuation of Biology 3, with the animals of the chordate phylum as objects of study. *Second semester course*—four credit hours.

Tuesday, 6:40 to 8:20, lecture—Downtown College;

Wednesday, 6:40 to 10:00, laboratory—Avondale Campus.

Upper Division Courses

101. **Comparative Anatomy of the Vertebrates.** A study of vertebrate homologies. (1945-1946.)

112. **General and Vertebrate Embryology.** Review of the phenomena of early embryonic development; intensive study of amphibian, bird, and mammal embryos; organogeny of chick and pig embryos. (1945-1946.)

161. **General Physiology.** Physico-chemical phenomena applicable to living organisms. *First semester course*—four credit hours.

Tuesday, 6:40 to 8:20, lecture—Downtown College;

Wednesday, 6:40 to 10:00, laboratory—Avondale Campus.

162. **General Physiology.** A continuation of 161. Physiology of the various animal systems. *Second semester course*—four credit hours.

Tuesday, 6:40 to 8:20, lecture—Downtown College;

Wednesday, 6:40 to 10:00, laboratory—Avondale Campus.

Edward J. Calhoun, S.J., A.M., Ph.D.

John I. Malone, S.J., A.M., M.S.

Business Law

The Law courses have been designed for men and women in general business life, for business managers and executives, and for those preparing for the accounting profession. The purpose of this training is not, of course, to make lawyers of business men, but to give them an appreciation of law as an agency of social control in modern business, and an appreciation of certain legal devices, such as contracts, sales, corporations, negotiable instruments, which business men employ in the administration of their affairs. The methods of instruction eliminate purely technical details, but retain all the rules and the principles of each subject. Actual cases upon which the courts have rendered their decisions will be explained and discussed.

183. **Elementary Law and Contracts.** Law defined; statutory and common law considered; form of law; the judicial system; administrative boards and commissions; formation of contract; the interpretation, construction, operation and discharge of contracts. *First semester course*—three credit hours.

Friday, 6:40 to 9:15.

Philip J. Kennedy, A.B., LL.B.

184. **Agency.** Nature and formation of agency; the duties and rights arising out of agency; kinds of agencies; termination of relationship. Prerequisite: Law 183. *Second semester course*—three credit hours.

Friday, 6:40 to 9:15.

Philip J. Kennedy, A.B., LL.B.

185. **Corporations.** Creation, organization and powers of private business corporations; stocks and stockholders; directors, officers and management; creditors; foreign corporations; trusts and monopolies; dissolution of corporations. Prerequisite: Law 183. *First semester course*—two credit hours.

Tuesday, 6:40 to 8:20.

Joseph T. Carney, LL.B.

186. **Partnerships and Negotiable Instruments.** Nature and formation of partnerships; rights and obligations of partners; nature of negotiable instrument; bills of exchange; promissory notes and checks; elements essential to negotiability. Prerequisite: Law 183. *Second semester course*—two credit hours.

Tuesday, 6:40 to 8:20.

Joseph T. Carney, LL.B.

187. **Bailments—Carriers and Sales.** Definitions; rights and obligations of ordinary bailees; extraordinary bailees; bills of lading and warehouse receipts; formation of contract of sale; performance of the contract. (1945-1946.)

188. **Property and Bankruptcy.** Real and personal property; acquisition of title; transfer by conveyance; history and purpose of bankruptcy legislation; acts of bankruptcy; duties and rights of bankrupt; discharge; general law of debtor and creditor. (1945-1946.)

Chemistry

The purpose of the courses in Chemistry is both cultural and professional. The general student is given an appreciation of the fundamental principles of the science; the advanced student is offered training in laboratory technique and a progressive program covering the elements of inorganic, organic, analytic, and physical chemistry to acquaint him with the basic divisions of the science.

- 3. General Inorganic Chemistry.** Experimental lectures and problems combined with laboratory work, including a brief course in qualitative analysis. *First semester course*—four credit hours.

Monday, 6:40 to 8:20, lecture—Downtown College;

Thursday, 6:40 to 10:00, laboratory—Avondale Campus.

- 4. General Inorganic Chemistry.** A continuation of Chemistry 3. *Second semester course*—four credit hours.

Monday, 6:40 to 8:20, lecture—Downtown College;

Thursday, 6:40 to 10:00, laboratory—Avondale Campus.

Upper Division Courses

- 101. Organic Chemistry.** (1945-1946.)

- 102. Organic Chemistry.** (1945-1946.)

- 115. Quantitative Analysis.** Prerequisites: Chemistry 3 and 4. *First semester course*—four credit hours.

Tuesday, 6:40 to 8:20, lecture—Downtown College;

Thursday, 6:40 to 10:00, laboratory—Avondale Campus.

- 116. Quantitative Analysis.** Prerequisite: Chemistry 115. *Second semester course*—four credit hours.

Tuesday, 6:40 to 8:20, lecture—Downtown College;

Thursday, 6:40 to 10:00, laboratory—Avondale Campus.

Richard J. Garascia, M.S.

Fred N. Miller, S.J., A.B.

Economics

Economics may be defined as the science which studies human behavior as a relationship between the endless wants of man and the scarce means which have alternative uses. The course in principles of economics is designed to give a general survey of the field of economics from a scientific standpoint. Other courses furnish the student with specialized analyses of some particular phases of economic life.

In addition to the general aim of instruction in theory and practice, the department of Economics has the following specific objectives: to contribute to the cultural aims and scope of a liberal education; to give a general but

thorough knowledge and appreciation of economic life; to prepare advanced students for professional study in the field of business administration; to offer an undergraduate basis for graduate study in economics; to inform the student of Christian contributions to the solution of economic problems; to integrate the science of economics with principles of Christian culture and philosophy.

- 33. Principles of Economics.** An investigation and evaluation of the fundamental theories of economics as applied in our present day organization and operation of industry with special emphasis on monopolistic competition, utility, value, wealth, income, production, supply, demand, price, cost, distribution, etc. *First semester course*—two credit hours.

Wednesday, 8:25 to 10:10.

Herman J. Muller, S.J., A.M.

- 34. Principles of Economics.** A continuation of Economics 33. Money; banking; the Federal Reserve system; index numbers; public finance; public utilities; taxation; railroad organization and problems; the business cycle; foreign trade; labor problems; the various economic systems of the world. *Second semester course*—two credit hours.

Wednesday, 8:25 to 10:10.

Herman J. Muller, S.J., A.M.

Upper Division Courses

- 101. Current Economic Problems.** The problems involved in mobilizing the nation's economy to a total war footing; economic "bottle-necks," war economy by-products, post-war planning, and combatting inflation. *First semester course*—three credit hours.

Monday, 6:40 to 9:15.

Cletus S. Dirksen, C.P.P.S., A.M.

- 103. Labor Problems.** (Not offered in 1944-1945.)

- 119. Government and Business.** A survey of the relation between government and economic life in the United States: public control of trade, industry and utilities, including common carriers. *Second semester course*—three credit hours.

Monday, 6:40 to 9:15.

Cletus S. Dirksen, C.P.P.S., A.M.

- 124. Transportation.** (Not offered in 1944-1945.)

- 131. Economics of Distribution.** (Not offered in 1944-1945.)

- 132. Problems of Distribution.** (Not offered in 1944-1945.)

- 133. Principles of Salesmanship.**
(Cf. page 54 for course description.)

- 134. Principles of Salesmanship.**
(Cf. page 54 for course description.)

135. **Specialized Salesmanship.**
(Cf. page 54 for course description.)
136. **Sales Management.**
(Cf. page 54 for course description.)
137. **Foreign Trade.** (Not offered in 1944-1945.)
138. **Foreign Trade.** (Not offered in 1944-1945.)
139. **Traffic Management.** (Not offered in 1944-1945.)
143. **Principles of Advertising.**
(Cf. page 33 for course description.)
144. **Principles of Advertising.**
(Cf. page 33 for course description.)
145. **Advanced Advertising: Copywriting.**
(Cf. page 33 for course description.)
146. **Advanced Advertising.**
(Cf. page 33 for course description.)
170. **Money and Banking.** (Not offered in 1944-1945.)
172. **Corporation Finance.** (Not offered in 1944-1945.)
195. **Social Reconstruction.** Rebuilding the social order; the Catholic social movement; the Papal social program; ineffective remedies; state and social reconstruction; practical programs of action. Given as Sociology 150. *Second semester course*—two credit hours.
Monday, 6:40 to 8:20. John P. Noonan, S.J., A.M.

English

Success in any activity is most surely to be won by the man or woman who has attained proficiency in the two aspects of English—communication and literature.

Communication, while basic, is a prerequisite to real academic progress, just as it is essential to every important endeavor in the world. It involves four activities: seeing, reading, writing, and speaking. The intelligent person observes with interest the world about him. He comprehends what he reads and hears, and he does so easily, accurately, fully, and thoughtfully. He expresses, in clear and incisive prose and in intelligible speech, the result of his experience—living, working, and thinking. So endowed, he is able to meet each new situation with justified confidence.

Literature—at once man's heritage from the ages and, as he adds to it, his bequest to the ages—stimulates his intellectual and emotional reactions, and supports and enriches his power of communication. The literature of England and of America informs him of the past and the present, and keeps alive his civilized traditions. Through its benign influence he is brought to understand his fellowmen: to live purposefully and composedly; to see beyond the ordinary; even, perhaps, through goodness, truth, and beauty, to glimpse the stars.

1. **Correct English.** A review of the essentials of correct English in speech and writing: spelling; punctuation; pronunciation; vocabulary; sentence structure; idioms. *First semester course*—no credit.
Wednesday, 8:25 to 10:10. James P. Glenn, A.B.
Friday, 6:40 to 8:20.
2. **Correct English.** A continuation of English 1. Synonyms; homonyms; prefixes and suffixes; diction; variety of expression; a brief review of composition forms and the paragraph. *Second semester course*—no credit.
Wednesday, 8:25 to 10:10. James P. Glenn, A.B.
Friday, 6:40 to 8:20.
3. **Rhetoric and Composition.** The principles governing intelligent reading, conversational style and effective writing; a short review of the mechanics of composition and the rules of exposition; readings from contemporary literature. *First semester course*—three credit hours.
Wednesday, 6:40 to 9:15. Louis A. Feldhaus, A.M.
Charles F. Wheeler, Ph.D.
4. **Rhetoric and Composition.** A continuation of English 3. Intensive work in composition with emphasis on description and narration; special readings in the American short story. *Second semester course*—three credit hours.
Wednesday, 6:40 to 9:15. Louis A. Feldhaus, A.M.
Charles F. Wheeler, Ph.D.
5. **News Writing.**
(Cf. page 43 for course description.)
6. **Newspaper Reporting.**
(Cf. page 44 for course description.)
21. **Business English.** A survey of modern business psychology; letter writing; attitude of the correspondent toward the addressee; qualities, appeal, form and parts of a business letter. *First semester course*—two credit hours.
Monday, 6:40 to 8:20. Charles F. Wheeler, Ph.D.

22. **Business English.** A continuation of English 21. The sales letter; classes of prospects; letters of adjustment, credit, application, etc.; business reports. *Second semester course*—two credit hours.
Monday, 6:40 to 8:20. Charles F. Wheeler, Ph.D.

- 22a. **Business Writing.** Course content same as English 22. *Two semester course*—two credit hours.
Wednesday, 9:20 to 10:10. Charles F. Wheeler, Ph.D.

Upper Division Courses

101. **Creative Writing: Advanced Composition.** For the following kinds of students: those interested seriously, even professionally, in writing; those whose work entails composition; those who wish further discipline in analyzing what they read and in synthesizing what they think; those curious about magazine literature and authors' trade secrets. Discussion will center around the following topics: consideration of articles in current magazines; the methods and technique of writing for publication; how to choose a subject; gathering, selecting, and organizing material; the market; the reader; the professional tone; testing and revising the product. A writer's laboratory will be conducted throughout the year. *First semester course*—three credit hours.
Thursday, 6:40 to 9:15. Charles F. Wheeler, Ph.D.
102. **Creative Writing: Advanced Composition.** A continuation of English 101. *Second semester course*—three credit hours.
Thursday, 6:40 to 9:15. Charles F. Wheeler, Ph.D.
103. **Editorial Writing.** (1945-1946.)
106. **Feature Articles.** (1945-1946.)
107. **Publicity: Public Relations.** (cf. p. 44. for course description.)
108. **Publicity: Public Relations.** (cf. p. 44. for course description.)
120. **Development of the Drama.** (1945-1946.)
121. **Modern Drama.** This course will be confined to English and American Drama, with emphasis on reading. Influences and development are studied. *Second semester course*—three credit hours.
Monday, 6:40 to 9:15. Louis A. Feldhaus, A.M.
125. **The Short Story.** This course presents the principles of story writing and the evolution of the American, the English, and the continental short story. The technique of the more important writers will be analyzed. *First semester course*—three credit hours.
Monday, 6:40 to 9:15. Louis A. Feldhaus, A.M.

137. **World Literature.** (1945-1946.)

142. **Survey of English Literature to 1750.** (1945-1946.)

143. **Survey of English Literature Since 1750.** (1945-1946.)

151. **Shakespeare.** (1946-1947.)

152. **Shakespeare.** (1946-1947.)

170. **Victorian Literature.** (1947-1948.)

171. **Victorian Literature.** (1947-1948.)

175. **Studies in Modern Prose.** Important trends in English and American prose since about 1900. Standards for evaluating the novel, the short story, the essay, the drama, and biography will be determined. Authors will include Conrad, Bennett, Galsworthy, Forster, Chesterton, Strachey, Mansfield, James, O'Neil, Dreiser, Morley, Wolfe, Allen, Anderson, and several others. *First semester course*—three credit hours.

Tuesday, 6:40 to 9:15. Charles F. Wheeler, Ph.D.

176. **Studies in Modern Poetry.** British and American poetry since about 1900. To arrive at an understanding of contemporary work in the light of critical principles, the themes and the forms used in today's poetry will be analyzed. Poets will include Hardy, Eliot, H. D. de la Mare, the Kilmers, Lindsay, Frost, Lowell, Masters, Masfield, Robinson, Millay, Belloc, Sassoon, Teasdale, Yeats, Thompson, Sandburg, and others. *Second semester course*—three credit hours.

Tuesday, 6:40 to 9:15. Charles F. Wheeler, Ph.D.

181. **Survey of American Literature to 1865.** (1946-1947.)

182. **Survey of American Literature Since 1865.** (1946-1947.)

194. **Tutorial Course.** Directed reading and undergraduate research for the writing of term papers and other major assignments. Credit to be arranged.

199. **Senior Tutorial Course.** Directed reading and undergraduate research required of all majors in their senior year. Two credit hours.

History and Political Science

The History department has a three-fold purpose: informational, assisting students to obtain an accurate knowledge of past events by a familiar use of the best secondary and primary sources; disciplinary, developing intellectual perspicacity in an untiring quest for truth and critical acumen in evaluating evidence; cultural, promoting an objective but

sympathetic attitude toward personages and problems of various times, improvement of both taste and historical imagination.

In the courses in Political Science the student will secure an appreciation of the operations of public administration and party policies.

2. **Modern Europe, 1830-1939.** Comprehensive survey of the political, social, and economic history of Europe from the early nineteenth century. *Two semester course*—four credit hours.

Friday, 6:40 to 8:20.

Herman J. Muller, S.J., A.M.

6. **American History Since 1865.** The personages and movements which have contributed to a unified national life and the expansion of the United States as a world power. *Two semester course*—two credit hours.

Friday, 8:25 to 9:15.

Herman J. Muller, S.J., A.M.

7. **American Government.** (Not offered in 1943-1944.)

8. **American Government.** (Not offered in 1943-1944.)

Upper Division Courses

105. **New World Order.** The sources, nature, and implications of law. The true nature, as distinguished from theories, of the science of government according to the mind of Aristotle in the Politics and Aquinas in the Governance of Rulers. *First semester course*—two credit hours.

Tuesday, 6:40 to 8:20.

John P. Noonan, S.J., A.M.

107. **Public Administration.** A general survey of American governmental principles; a study of the Federal Constitution and the organization and functions of the national government; the principles of state government; the relations of state and federal government. *First semester course*—two credit hours.

Thursday, 6:40 to 8:20.

James E. O'Connell, A.B., LL.M.

108. **Political Parties.** The development of political parties in the United States, their importance and operations in American government; state parties and practical policies in local government. *Second semester course*—two credit hours.

Thursday, 6:40 to 8:20.

James E. O'Connell, A.B., LL.M.

111. **Early Middle Ages, 300-1300.** The outstanding personages and events during the period when Europe became Christian. Social and economic trends are stressed. *First semester course*—two credit hours.

Wednesday, 6:40 to 8:20.

Raymond J. Gray, S.J., Ph.D.

112. **Late Middle Ages, 1300-1500.** A continuation of History 111 with particular attention to the new secularism observable in the fourteenth and fifteenth centuries. *Second semester course*—two credit hours.

Wednesday, 6:40 to 8:20.

Raymond J. Gray, S.J., Ph.D.

121. **English History to 1603.** (1946-1947.)

122. **English History Since 1603.** (1946-1947.)

131. **History of Spain.** (1945-1946.)

132. **History of Spain.** (1945-1946.)

134. **Latin America.** (1947-1948.)

135. **Latin America.** (1947-1948.)

181. **History of Russia.** (1948-1949.)

182. **History of Russia.** A continuation of History 181. (1948-1949.)

191. **Current History.** Events of current interest interpreted in the light of historical evidence and research. *First semester course*—two credit hours.

Monday, 6:40 to 8:20.

Raymond J. Gray, S.J., Ph.D.

192. **Current History.** A continuation of History 191. *Second semester course*—two credit hours.

Monday, 6:40 to 8:20.

Raymond J. Gray, S.J., Ph.D.

Journalism

The power of the written word is said to be best exemplified today in the newspaper. These courses in Journalism, called newspaper work by the layman, are designed to acquaint students with recognized methods of expressing themselves simply and concisely in writing. Paced to the times, the courses include an analysis of the newspaper's place in a world at war.

The courses in Journalism are of interest to three groups of students: first, to those who desire the basic training for practical work on the editorial staff of a newspaper or periodical; second, to those who wish to do freelance writing or publicity; third, to those who wish to enter the field of advertising.

In order to profit fully from the courses in Journalism, it is suggested that these be supplemented by background courses in history, English, and economics.

5. **News Writing.** A consideration of news, its sources, values, and the methods of writing the various types of news stories; lectures and practical work. *First semester course*—two credit hours.

Thursday, 6:40 to 8:20.

Charles F. Wheeler, Ph.D.

6. **Newspaper Reporting.** Analysis of a newspaper's setup, organization and operation; functions of the rewrite desk, copy desk, special departments. Prerequisite: Journalism 5. *Second semester course*—two credit hours.

Thursday, 6:40 to 8:20.

Charles F. Wheeler, Ph.D.

103. **Editorial Writing.** (1945-1946.)

106. **Feature Articles.** (1945-1946.)

107. **Publicity: Public Relations.** The study of public opinion, its nature, function and operation; an analysis of propaganda and pressure groups; a survey of the techniques, devices and procedures used to influence and mold the mass mind; and, an examination of the instruments of public information dissemination—the press, radio and the motion picture. *First semester course*—two credit hours.

Tuesday, 6:40 to 8:20. William A. A. Castellini, Ph.B. in Journ.

108. **Publicity: Public Relations.** Continuation of Journalism 107: *Second semester course*—two credit hours.

Tuesday, 6:40 to 8:20. William A. A. Castellini, Ph.B. in Journ.

LATIN

The true Liberal Arts student aims to discover what constitutes normal living in the environment of our Western European civilization. Both accuracy and adequacy in this quest require in him the power of first-hand contact with the great thoughts of that civilization's normal representatives, and an actual scholarly acquaintance with at least a selected few great souls from every stage of its development. His studies in post-renaissance and post-reformation literature and history he must supplement by direct penetration into the life of our pre-renaissance Christian and pre-Christian forbears if he wills to acquire sufficient background against which to project and *out of which to derive* a genuine and thoroughly humanistic philosophy of life. English and the modern literatures, of course, do not antedate the renaissance. For this reason, primarily, candidates for the degree of Bachelor of Arts devote a minimum of two years to the study of literature in Latin, which from the second century before Christ until the cleavage of the national cultures was the common language of Europe.

11. **Livy.** *Libri ab Urbe Condita xxi-xxii.* Ideals and traits of character manifested by the Roman people during the growth of the Republic are set forth by the most important writer of Augustan prose. *First semester course*—two credit hours.

Monday, 7:35 to 9:15.

- 13, 14. **Latin Composition.** Exercises in Latin writing, with emphasis upon morphology and syntax as an aid to the accurate interpretation of Latin authors. *Two semester course*—two credit hours.

Monday, 6:40 to 7:30.

23. **Horace.** *Sermones, Epistulae, Epodi, Carmina.* A general introduction to the works of Horace; the poet's interpretation of life in the early Roman Empire. *Second semester course*—two credit hours.

Monday, 7:35 to 9:15.

Upper Division Courses

- 113, 114. **Advanced Latin Composition.** Continuation of Latin 13, 14. *Two semester course*—two credit hours.

Wednesday, 6:40 to 7:30.

122. **Introduction to a Study of the Latin Fathers.** Selections from Tertullian, Cyprian, Lactantius, Minucius Felix, Jerome, Ambrose, Augustine, Gregory, and Bernard. *Second semester course*—two credit hours.

Wednesday, 7:35 to 9:15.

172. **Cicero.** A study of the ethical principles of Cicero as illustrated in the *De Officiis*. *First semester course*—two credit hours.

Wednesday, 7:35 to 9:15. William P. Hetherington, S.J., Ph.D.

Mathematics

The courses in Mathematics are intended to aid in the development of exact and rigorous methods of thought; to give the student the mathematical background and preparation necessary in every field of science and business.

1. **Mathematics of Finance.** Algebraic operations; logarithms; the principles of interest and discount with applications to annuities, amortization and sinking funds, capitalization, depreciation, valuation of bonds, life insurance, and allied topics. *First semester course*—three credit hours.

Monday, 6:40 to 9:15.

John R. O'Leary, A.B., LL.B.

2. **Mathematics of Finance.** A continuation of Mathematics 1. *Second semester course*—three credit hours.

Monday, 6:40 to 9:15.

John R. O'Leary, A.B., LL.B.

3. **Trigonometry.** Definitions of the trigonometric functions, their mutual relations; solution of right and oblique triangles; logarithms; trigonometric equations and identities; inverse functions; graphs of the functions; applications. *First semester course*—three credit hours.

Thursday, 6:40 to 9:15.

Leo J. Vollmayer, S.J., M.S.

4. **College Algebra.** Review of fundamental operations and principles; quadratic equations; systems of quadratics; variation; progressions, logarithms; permutations and combinations; probability; determinants; complex numbers; theory of equations; partial fractions. *Second semester course*—three credit hours.

Thursday, 6:40 to 9:15.

William Marcaccio, M.S.

6. **Analytic Geometry.** Cartesian and polar coordinates; loci and their equations; discussion of the properties of the straight line and of the conic sections. Prerequisites: Mathematics 3 and 4. *First semester course*—three credit hours.
Tuesday, 6:40 to 9:15. William Marcaccio, M.S.

Upper Division Course

151. **Differential Calculus.** Fundamental notions of variables, functions, limits, derivatives, and differentials; differentiation of the ordinary algebraic, exponential, and trigonometric functions with geometric applications to maxima and minima, curvature, inflexions and envelopes; Taylor's formula. *First semester course*—three credit hours.
Thursday, 6:40 to 9:15. William Marcaccio, M.S.

Modern Languages

The courses in this department are in the French, German, and Spanish languages. The nature of the courses and their content are such as to secure the following sequence of objectives:

1. A mastery of grammar and syntax and an acquaintance with the elements of style as an immediate preparation for the study of literature. This objective will also include an ability to converse with correct pronunciation and natural inflexion.
2. A knowledge and appreciation of the literature of the language.
3. An acquaintance with the history and culture of the people from which the language comes.

Twelve credit hours of lower division work, or the equivalent, will be required as a prerequisite to upper division courses. Students who take upper division courses in the department of Modern Languages will be advised in the selection of courses by the director of the department.

FRENCH

1. **Elementary French.** Pronunciation and grammar of the French language; written exercises, reading, dictation and conversation in French. *First semester course*—three credit hours.
Monday, 6:40 to 9:15. Franz Trefzger, A.M.
2. **Elementary French.** A continuation of French 1. *Second semester course*—three credit hours.
Monday, 6:40 to 9:15. Franz Trefzger, A.M.
31. **Intermediate French.** Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: French 1 and 2. *First semester course*—three credit hours.
Wednesday, 6:40 to 9:15. Franz Trefzger, A.M.
32. **Intermediate French.** A continuation of French 31. *Second semester course*—three credit hours.
Wednesday, 6:40 to 9:15. Franz Trefzger, A.M.

Upper Division Courses

121. **Modern French Prose.** The study of novels and short stories by modern prose writers: Ereckmann-Chatrian, Bazin, Chateaubriand and others. *First semester course*—three credit hours.
Thursday, 6:40 to 9:15. Franz Trefzger, A.M.
124. **The Short Story.** The reading and study of representative short story writers. *Second semester course*—three credit hours.
Thursday, 6:40 to 9:15. Franz Trefzger, A.M.
145. **Poetry of the Nineteenth Century.** (1945-1946)
152. **The French Drama.** (1945-1946.)
161. **French Literature.** (1946-1947.)
162. **French Literature.** (1946-1947.)

GERMAN

1. **Elementary German.** Pronunciation and grammar of the German language; written exercises, reading, dictation and conversation in German. *First semester course*—three credit hours.
Monday, 6:40 to 9:15. John H. Grollig, S.J., A.M.
2. **Elementary German.** A continuation of German 1. *Second semester course*—three credit hours.
Monday, 6:40 to 9:15. John H. Grollig, S.J., A.M.
31. **Intermediate German.** Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: German 1 and 2. *First semester course*—three credit hours.
Wednesday, 6:40 to 9:15. John H. Grollig, S.J., A.M.
32. **Intermediate German.** A continuation of German 31. Prerequisite: German 31. *Second semester course*—three credit hours.
Wednesday, 6:40 to 9:15. John H. Grollig, S.J., A.M.

Upper Division Courses

111. **Modern German Literature.** (1946-1947.)
112. **Modern German Literature.** (1946-1947.)
121. **German Prose Writers.** The study of novels and short stories by German Prose writers: Freytag, Hauff, Herbert, Stifter, Novalis, Brentano, Eichendorff. *First semester course*—three credit hours.
Thursday, 6:40 to 9:15. John H. Grollig, S.J., A.M.

152. **The German Drama.** Dramas of Goethe, Schiller, and Lessing, characteristics of the German drama with a survey of its development. *Second semester course*—three credit hours.
Thursday, 6:40 to 9:15. John H. Grollig, S.J., A.M.

161. **German Literature.** (1945-1946.)

162. **German Literature.** (1945-1946.)

SPANISH

1. **Elementary Spanish.** Pronunciation and grammar of the Spanish language; written exercises, reading, dictation and conversation in Spanish. *First semester course*—three credit hours.
Monday, 6:40 to 9:15. Thomas A. McCourt, S.J., A.M.
Tuesday, 6:40 to 9:15.

2. **Elementary Spanish.** A continuation of Spanish 1. *Second semester course*—three credit hours.
Monday, 6:40 to 9:15. Thomas A. McCourt, S.J., A.M.
Tuesday, 6:40 to 9:15.

31. **Intermediate Spanish.** Grammar and syntax with reading and composition as an introduction to upper division work. Prerequisite: Spanish 1 and 2. *First semester course*—three credit hours.
Wednesday, 6:40 to 9:15. Alberto Vasquez, A.B.

32. **Intermediate Spanish.** A continuation of Spanish 31. *Second semester course*—three credit hours.
Wednesday, 6:40 to 9:15. Alberto Vasquez, A.B.

Upper Division Courses

121. **The Early Spanish Novel.** (1946-1947.)

123. **The Spanish Novel of the Nineteenth Century.** (1946-1947.)

124. **The Spanish Novel of the Twentieth Century.** A study of the novel since 1900. Readings from Blasco Ibanez, Valle-Inclan, Pio Baroja, Ricardo Leon, and others. *First semester course*—three credit hours.
Thursday, 6:40 to 9:15. Alberto Vasquez, A.B.

141. **Early Spanish Poetry.** A study of the *Petrarquistas* and *Tradicionalistas*. *Escuela Salmantina* and *Escuela Sevillana*. *Second semester course*—three credit hours.
Thursday, 6:40 to 9:15. Alberto Vasquez, A.B.

142. **Eighteenth Century Poetry.** (1945-1946.)

152. **The Drama of the Nineteenth Century.** (1945-1946.)

Philosophy

Any declaration of the general aim of the department of Philosophy would be to define philosophy itself. The student, however, may assure himself that a well-advised selection of courses and serious study will result in a recognition of the unity of knowledge and a helpful alignment of fields of study; acquaintance with the organization of mental life together with development and control of its various processes; a power of such constructive criticism as is reasonable, unbiased, and tolerant; a stimulation of talent for speculative and practical thought; illumination of the rational foundations of religion; an enlarged appreciation of the dignity of human nature, and a philosophy of life which conforms to the best traditions of Christian civilization.

34. **Logic.** The science of clearness, correctness, and order in the fundamental operations of the intellect; inductive reasoning and the informal reasoning of everyday life and literature. *First semester course*—two credit hours.

Friday, 6:40 to 8:20.

William P. Hetherington, S.J., Ph.D.

Upper Division Courses

100. **Metaphysics of Reality.** The ultimate principles of being, together with the theories of act and potency, good and evil, substance and accident, space, time, and causation. *First semester course*—three credit hours.

Wednesday, 6:40 to 9:15.

John P. Noonan, S.J., A.M.

106. **Metaphysics of Infinite Being.** An inductive inquiry into the question of Infinite Reality and culminating in the philosophy of Infinite Being. A purely rational study of the nature and properties of Infinite Being. *Second semester course*—three credit hours.

Wednesday, 6:40 to 9:15.

John P. Noonan, S.J., A.M.

111. **Philosophy of Man.** A scientific and philosophical study of the human mind; nature, origin and destiny of the human soul; the refutation of doctrines opposed to Scholastic Psychology. *Second semester course*—three credit hours.

Friday, 6:40 to 9:15.

Murtha J. Boylan, S.J., Ph.D.

121. **Philosophy of Knowledge.** Problems of truth, certitude, and error; objective criteria and principles of knowledge; critical evaluation of scepticism, idealism, ultra-realism, and associated theories of knowledge. *Second semester course*—two credit hours.

Friday, 6:40 to 8:20.

William P. Hetherington, S.J., Ph.D.

131. **Principles of Ethics.** Construction of the primary and secondary norms of human conduct on the basis of the philosophy of man and the metaphysics of Infinite Being. *First semester course*—three credit hours.

Thursday, 6:40 to 9:15.

John P. Noonan, S.J., A.M.

132. **Individual and Social Ethics.** Exposition of the rights and duties of the individual on the basis of ethical norms; origin and theories of society; social, economic, and political relationships of the individual. Given as Sociology 132. *Second semester course*—three credit hours.

Thursday, 6:40 to 9:15.

John P. Noonan, S.J., A.M.

Psychology

To supply an essential requirement in the cultural development of the trained man, to provide a fair acquaintance with concepts necessarily employed in the social sciences, to give point and direction to the efforts of the learner along the line of self-management: these are the aims of the group of courses in this department.

The study of human nature is not the least important element in the mental acquisitions of a cultured man, not only because of the intrinsic worth of such discipline, but also because of its many and unavoidable applications in the fields of ethics, social endeavor, and everyday practical life. The balance of personality and judgment possessed by the truly cultivated man is derived in large measure from the self-knowledge which is made possible by a fair understanding of human nature. That this study should regularly include the course in the Philosophy of Man (Philosophy 111) is the conviction shared by the best neo-scholastic tradition.

31. **General Psychology.** Immanent action; superiority of living over non-living beings; differences of vegetative, sentient and rational life; necessity of prime substantial principle; absence of rational life in brute animals; causal influence of God for origin of life. *First semester course*—three credit hours.

Friday, 6:40 to 9:15.

Murtha J. Boylan, S.J., Ph.D.

Upper Division Courses

102. **Psychology of Learning.** (1947-1948.)

103. **Psychology of Motivation.** (1947-1948.)

121. **Psychology of Adolescence.** (1946-1947.)

131. **Applied Psychology: Humanology.** Methods and technique in human motivation and efficiency. Sex differences. Personality improvement, notably tact, social intelligence and diplomacy. Facts and frauds involved in such popular catch-words as "personality,"

"selling yourself," "the psychological moment." Ways in which emotions may short-circuit thinking processes. *First semester course*—two credit hours.

Tuesday, 6:40 to 8:20.

Murtha J. Boylan, S.J., Ph.D.

132. **Applied Psychology: Humanology.** Personnel management, the personal interview, occupational success, adjustments. Cultural responsibilities of employer to employee. The psychology of music in the building of morale and of propaganda activities. The psychological factors involved in public speaking, in modern art, and in the present-day techniques of business, literature, law and medicine. *Second semester course*—two credit hours.

Tuesday, 6:40 to 8:20.

Murtha J. Boylan, S.J., Ph.D.

134. **Mental Hygiene.** (1948-1949.)

141. **Abnormal Psychology.** (1948-1949.)

143. **Applied Business Psychology.** Introduction to psychology applied to life and work; personality development and the adjustment concept; predicting and influencing the behavior of the individual, of the group; and, principles of research for the student of applied psychology. *First semester course*—two credit hours.

Monday, 6:40 to 8:20.

William A. A. Castellini, Ph.B. in Journ.

144. **Applied Business Psychology.** A continuation of Psychology 143. *Second semester course*—two credit hours.

Monday, 6:40 to 8:20.

William A. A. Castellini, Ph.B. in Journ.

151. **Modern Psychological Problems.** (1945-1946.)

152. **Modern Psychological Problems.** (1945-1946.)

162. **Personality Problems.** (1946-1947.)

Religion and Christian Culture

To attempt to educate the youth of our land intellectually only, without any regard for his moral and religious training, is to neglect the most essential part of his education. Without solid moral and religious training no person can live an acceptable life, either as an individual or as a member of society. Appalled by the nation-wide lawlessness and disrespect for authority, civic leaders and educators are finally convinced that the present system of public education is a failure because it excludes religious training from the school curriculum.

It should be noted that the problem of morality affects the non-Catholic as well as the Catholic. Consequently, every person should be able to prove not only the existence of God, but also the existence of a moral law which binds him to do what is right and to avoid what is wrong.

Moreover, intelligent men and women should know the answers to such questions as: Is one religion as good as another? Is Christian revelation in conflict with science or human reason? Does man need and does he receive help from God? What is the rational and Christian solution to the present day problems of war, euthanasia, sterilization, sex, social justice? What is the rational and Christian attitude toward marriage, divorce, birth-control?

Answers to these and kindred questions will be given and discussed in the courses listed below. Fair-minded seekers-for-truth, Catholic and non-Catholic, will find in these courses sound doctrinal reasoning and its practical application for a better moral, social, and economic structure.

11. **Christian Origins.** Philosophical and historical foundation for the truths of Christianity; proofs of the existence of God; spirituality and immortality of the human soul; insufficiency of natural religion; the probability and signs of revelation; historical value of the Gospels. *First semester course—two credit hours.*

Wednesday, 6:40 to 8:20.

John I. Malone, S.J., A.M., M.S.

12. **The Church.** The divine authority of the Church of Christ proved by arguments drawn from history and reason; the claims of Christ to divinity; the establishment of His Church, its divine authority, its characteristics and identification; the government of the Church; papal primacy and infallibility. *Second semester course—two credit hours.*

Wednesday, 6:40 to 8:20.

John I. Malone, S.J., A.M., M.S.

Upper Division Courses

111. **The Early Middle Ages, 300-1300.** The outstanding personages and events during the period when Europe became Christian. Social and economic trends are stressed. *First semester course—two credit hours.*

Wednesday, 6:40 to 8:20.

Raymond J. Gray, S.J., Ph.D.

112. **The Late Middle Ages, 1300-1500.** A continuation of Religion 111 with particular attention to the new secularism observable in the fourteenth and fifteenth centuries. *Second semester course—two credit hours.*

Wednesday, 6:40 to 8:20.

Raymond J. Gray, S.J., Ph.D.

117. **Christian Morality.** Foundations of moral obligation; distinctive features of the Christian moral code and practice; the role of charity; Christian culture and observances; familial, civic and ecclesiastical interests and functions in education. Given as Sociology 117. *First semester course—two credit hours.*

Friday, 8:25 to 10:10.

John P. Noonan, S.J., A.M.

118. **Socio-Moral Problems.** Medical and eugenic problems involving human life and bodily health and integrity; the ethics of war; social aspects of ownership and use of property; social function of faculties of sex and speech. Given as Sociology 118. *Second semester course—two credit hours.*

Friday, 8:25 to 10:10.

John P. Noonan, S.J., A.M.

125. **Marriage.** The nature and the social and religious functions of the institution of marriage; effects of social forces; the form of marriage; preparation for marriage; marriage legislation; causes of success and failure; necessity of stability and of monogamy. Given as Sociology 125. *First semester course—two credit hours.*

Tuesday, 6:40 to 8:20.

John I. Malone, S.J., A.M., M.S.

126. **The Family.** The history, development, social needs, and normal standards of family life; problems of divorce and birth control in relation to family stability; the family, the state, and the Church. Given as Sociology 126. *Second semester course—two credit hours.*

Tuesday, 6:40 to 8:20.

John I. Malone, S.J., A.M., M.S.

134. **Mental Hygiene.** (1948-1949.)

150. **Rebuilding the Social Order.** An analysis of the papal encyclicals on the condition of the working classes and the reconstruction of the social order. Given as Sociology 150, and Economics 195. *Second semester course—two credit hours.*

Monday, 6:40 to 8:20.

John P. Noonan, S.J., A.M.

Salesmanship

Salesmanship is one of the essential activities of modern economic life, because it links volume production with consumption and, by so doing, performs an important economic function. Without salesmanship, commercial and industrial enterprise would come to a dead stop. No matter what the product, article, plan or idea may be, unless people are imbued with the conviction of its merit, value or usefulness, it is worthless and its production futile. The process by which this necessary conviction is obtained is salesmanship.

Salesmanship is not a mere matter of personality. It is based on sound scientific principles which may be analyzed and taught, thus making it possible to train and develop successful salesmen. These principles include a working knowledge of a wide variety of subjects, the most important of which are economics (marketing, merchandising, advertising) and psychology. In the courses offered, much time is devoted to these two subjects. Special attention is given to self-analysis and to the study of the impulses that motivate all human conduct. Practical demonstrations in sales psychology are given throughout the courses.

The basic principles of salesmanship are applicable to a much wider field than business and commercial dealings. These principles operate in practically every relationship of life where one person is endeavoring to

impress his ideas on another. The courses, therefore, will prove profitable in social contacts as well as in business contacts.

- 133. Principles of Salesmanship.** The nature, scope, and development of selling, with an analysis of principles and technique; the psychology of approach and presentation; the relation of the product to the market. *First semester course*—two credit hours.
Friday, 6:40 to 8:20. Instructor to be appointed.
- 134. Principles of Salesmanship.** A continuation of Salesmanship 133. Classroom demonstrations to determine various sales appeals; the proper development of the sales presentation; the strategy of closing a sale; good will cultivation. *Second semester course*—two credit hours.
Friday, 6:40 to 8:20. Instructor to be appointed.
- 135. Specialized Salesmanship.** Advanced problems in selling, with relation to a type of buying motives and classes of buyers; selling organizations; merchandising; sales campaigns. *First semester course*—two credit hours.
Tuesday, 6:40 to 8:20. Instructor to be appointed.
- 136. Sales Management.** Responsibility of sales management in business and to society; paying, selecting, and training salesmen; assigning territory; sales plans, strategy, quotas, budgets, and costs; sales wastes and inefficiencies; coordination of sales effort with other departments. *Second semester course*—two credit hours.
Tuesday, 6:40 to 8:20. Instructor to be appointed.

Secretarial Practice

The Secretarial Practice course is designed to prepare students who wish to reach positions of responsibility through secretarial openings. Necessarily, stress is laid on work which will develop skill in Introductory Accounting, Shorthand, Typewriting, and Business English. Well-grounded in this foundational work, the student is better prepared for such fields as Accounting, Economics, and Business Law. Thus trained, he may view business activity as an integrated whole, and see the significance of his own work. Only through such a basic understanding can the secretarial worker be prepared for the opportunities for advancement that his position is likely to offer him. Further, a liberal allowance of cultural courses is suggested in order that the student may attain the necessary background for a pleasing and interesting personality. The secretarial worker's constant association with executives makes the development of an intellectual background highly desirable.

A-B. Shorthand. A beginning course designed for students who wish to prepare themselves for secretarial work; Gregg shorthand theory applied in reading and writing practice.

Typewriting. Use of the typewriter and exercises for accuracy and speed; practice in writing and arranging simple business letters and manuscript copy.

Tuesday and Thursday, 6:40 to 9:15. Florence C. Albers, A.M., M.S.C.

C. Dictation. A review of the principles of Gregg shorthand; dictation and speed practice; typewriting speed tests.

Thursday, 6:40 to 9:15. Florence C. Albers, A.M., M.S.C.

D. Advanced Dictation. Dictation and transcription of practical and difficult letters, editorials, lectures, and technical matter; typewriting speed tests.

Tuesday, 6:40 to 9:15. Florence C. Albers, A.M., M.S.C.

21, 22. Business English.

(Cf. page 39 for course description.)

51, 52. Introductory Accounting.

(Cf. page 30 for course description.)

Sociology

The courses in the department of Sociology are planned to meet the need of intelligent interest in the social structure; to acquaint the student with the problems of the social order; to correlate in the student's mind the purposes and work of social agencies; to test proposed programs of reform and reconstruction in the light of science, philosophy, and religion; to prepare advanced students for graduate and professional study in the fields of sociology and social work.

Sociology 31 and Economics 33 and 34 are introductory to upper division courses. Advanced students should lay their field of concentration in the departments of philosophy, psychology, economics, and sociology under the direction of the department of Sociology.

31. Introduction to Sociology. Foundational postulates of a science of society; evolution of social theory; psychological, ecological, and cultural approaches to a study of man and social institutions; problems of race and population; sociological features and functions of the family; sociology of the state. *First semester course*—two credit hours.

Monday, 6:40 to 8:20.

John P. Noonan, S.J., A.M.

35. Social Hygiene: Personal. Anatomy; nervous and muscular systems; circulation; respiration; digestion; classification of diseases and their preventive factors: tuberculosis, cancer, diabetes, heart disease, social diseases, dietary deficiency diseases. *First semester course*—two credit hours.

Friday, 6:40 to 8:20.

Charles S. Blase, B.S., M.D.

36. Social Hygiene: Community. Principles of sanitary science and disease prevention and their application to water supply, milk and general food supply, air supply; disposal of waste, refuse and sewage; problems of house, tenement and industrial sanitation; spread and

control of infectious diseases; social and economic aspects of health problems, including the use of vital and sanitary statistics. *Second semester course*—two credit hours

Friday, 6:40 to 8:20.

Charles S. Blase, B.S., M.D.

Upper Division Courses

101. Labor Problems. (Not offered in 1944-1945.)

117. Christian Morality. Foundations of moral obligation; distinctive features of the Christian moral code and practice; the role of charity; Christian culture and observances; familial, civic and ecclesiastical interests and functions in education. *First semester course*—two credit hours.

Friday, 8:25 to 10:10.

John P. Noonan, S.J., A.M.

118. Socio-Moral Problems. Medical and eugenic problems involving human life and bodily health and integrity; the ethics of war; social aspects of ownership and use of property; social function of faculties of sex and speech. *Second semester course*—two credit hours.

Friday, 8:25 to 10:10.

John P. Noonan, S.J., A.M.

125. Marriage. The nature and the social and religious function of the institution of marriage; effects of social forces; the form of marriage; preparation for marriage; marriage legislation; causes of success and failure; necessity of stability and of monogamy. *First semester course*—two credit hours.

Tuesday, 6:40 to 8:20.

John I. Malone, S.J., A.M., M.S.

126. The Family. The history, development, social needs, and normal standards of family life; problems of divorce and birth control in relation to family stability; the family, the state, and the Church. *Second semester course*—two credit hours.

Tuesday, 6:40 to 8:20.

John I. Malone, S.J., A.M., M.S.

132. Individual and Social Ethics. The application of the general principles of ethics to particular, individual and social rights and obligations; the right to life, honor, property; rights and obligations of domestic society, marriage and divorce; civil society, its nature and forms; the rights of civil authority, Church and State; the ethics of

international relations, peace and war. Given as Philosophy 132. *Second semester course*—three credit hours.

Thursday, 6:40 to 9:15.

John P. Noonan, S.J., A.M.

150. Rebuilding the Social Order. Genesis and evolution of Christian social theory; economic institutions; property, ownership, wage-contracts, labor unions, occupational groups as set forth in papal pronouncements; socio-economic theory of wages; hierarchy of social institution in the framework of a Christian society; corporatism; role of religion and morality in social reconstruction. Given as Economics 195. *Second semester course*—two credit hours.

Monday, 6:40 to 8:20.

John P. Noonan, S.J., A.M.

Speech

The courses offered in this department have been planned to meet the needs of men and women who realize the advantages of fluency and persuasiveness in private conversation and before group audiences, large or small. The problems involved in oral development are varied and individual, and the courses aim at their solution through a progressive treatment of each. The courses in Speech have as their final objective a personal training of business or professional people who wish to organize their ideas logically, to converse intelligently, and to speak with force, interest and conviction.

1. Principles of Speech. Normal thinking while addressing an individual or a group; "stage fright"; mannerisms; diction; posture; choice of subject. Regular student appearances before class; voice recordings and practical microphone exercises. *First semester course*—two credit hours.

Wednesday, 6:40 to 8:20.

James P. Glenn, A.B.

2. Principles of Speech. A continuation of Speech 1. Style; voice modulation; enunciation; breath control and proper use of the speech organs; development of an idea in the short talk; regular appearances before microphone and visible audience. *Second semester course*—two credit hours.

Wednesday, 6:40 to 8:20.

James P. Glenn, A.B.

3. Advanced Speech. Short speech composition; independent thought in preparation and delivery of announcements, informal public addresses, after-dinner talks, sales talks, etc.; personal study of vocal expression through recordings. Prerequisite: Speech 1 and 2. *First semester course*—two credit hours.

Friday, 8:25 to 10:10.

James P. Glenn, A.B.

4. **Advanced Speech.** A continuation of Speech 3. Audience reaction and the psychology of the longer speech; recognition of favorable response and its stimulus; personality and individual style; model speeches. *Second semester course*—two credit hours.

Friday, 8:25 to 10:10.

James P. Glenn, A.B.



*No course in any department will
be given unless a sufficient number
of students apply.*

Jesuit Educational Association Colleges and Universities



ALABAMA

Spring Hill College, Spring Hill

CALIFORNIA

Loyola University, Los Angeles 34

University of Santa Clara, Santa Clara

University of San Francisco, San Francisco 17

COLORADO

Regis College, Denver 11

DISTRICT OF COLUMBIA

Georgetown University, Washington 7

ILLINOIS

Loyola University, Chicago 26

LOUISIANA

Loyola University, New Orleans 15

MARYLAND

Loyola University, Baltimore 10

MASSACHUSETTS

Boston College, Boston 67

Holy Cross College, Worcester

MICHIGAN

University of Detroit, Detroit 21

MISSOURI

Rockhurst College, Kansas City 4

St. Louis University, St. Louis 3

NEBRASKA

The Creighton University, Omaha 2

NEW JERSEY

St. Peter's College, Jersey City 2

NEW YORK

Canisius College, Buffalo 8

Fordham University, New York, 58

OHIO

John Carroll University, Cleveland 18

Xavier University, Cincinnati 7

PENNSYLVANIA

St. Joseph's College, Philadelphia 31

University of Scranton, Scranton 3

WASHINGTON

Gonzaga University, Spokane 11

Seattle College, Seattle 2

WISCONSIN

Marquette University, Milwaukee 3